



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 15, 2008

Transmitted Via E-Mail

Alison Ascher Webber, LTEF,
Leadership Training and Education Fund
8105 Edgewater Drive, #235
Oakland, CA 94621
alison@buildingskills.org

RE: **FINAL MONITORING VISIT REPORT** for LTEF 2 – ET06-0232

Date of the Visit:	1/15/08
Beginning/Ending Time:	9:00 - 11:00 a.m.
Date of Last Visit:	3/22/07
Visit Location:	ETP, Foster City
Persons in attendance:	Derrick Okubo, Strategy Workplace Communication; Teresa Teles, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/19/05-12/18/07	Agreement Amount:	\$450,440
Type of Trainee:	Retrainee	No. to Retain:	Job 1 - 410 Job 2 - 140
Date Training Must Be completed:	9/18/07	Range of Hours:	24 - 70
		Weighted Ave. Hours:	Job 1 - 57 Job 2 - 57

FINAL REPORT SUMMARY:

HISTORY OF AGREEMENT CHANGES

ETP approved one Agreement Amendment on 12/13/06, which reduced Job Number 1 and created Job Number 2. The agreement amount was also reduced by \$1,000.

COMMENTS FROM CONTRACTOR'S REPRESENTATIVE:

- What barriers, if any, did LTEF experience in implementing the ETP project?
LTEF's biggest challenge with implementing ETP training is the structure and timeline of progress payments. Because the training is often six-months long, LTEF must wait at

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(818) 755-1313

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ETP (04/15/05)

least six months before receiving progress payment 2. This presents a significant challenge to LTEF's cash-flow. Additionally, LTEF has experienced significant delays with the final payments, which also challenges the cash-flow.

- What problems, if any, did LTEF experience with ETP record keeping?
Did not experience any.
- What assistance could ETP have provided that would improve the process for future Contractors?
It would be helpful if ETP could offer a different reimbursement structure to contractors who have proven their ability in past contracts to successfully complete training (e.g. faster second payment, or larger first payment?).
- What benefits resulted from the ETP training?
Unionized janitorial employers have a more trained workforce that can implement more efficient systems of communication and service provision. With their new skills, the janitors now enjoy higher job security as they are more versatile to their employers and key to their companies' greater efficiency.

Also, the LTEF's labor-management partnership between the SEIU union and over 40 employers for higher standards in the building service industry has been greatly strengthened by the success of the LTEF's ETP training.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	Job 1 -399 Job 2 - 84	Completed Minimum Hours:	Job 1 - 329 Job 2 - 70
Trainees Enrolled:	Job 1 - 399 Job 2 - 84	Completed Maximum Hours:	Job 1 - 33 Job 2 - 0
Dropped Following Enrollment:	Job 1 - 70 Job 2 - 14	Completed Training and Retention	Job 1 - 329 Job 2 - 70

ETP records show that 399 trainees have completed training and retention (73% of planned retentions) and LTEF projects earnings of \$286,578 (64% of the encumbered amount).

Mr. Okubo explained that each site has different demands for the janitorial staff which affected their availability for training. Scheduling the training and finding locations to conduct the training became a challenge that resulted in a lower earned amount. LTEF trained additional trainees but could not submit them for payment because they did not complete the minimum number of hours or did not meet the ETP wage requirement.

ATTENDANCE ROSTERS:

Ms. Teles reviewed rosters for a sample of trainees that completed training. The rosters reviewed met ETP documentation for training and supported the hours entered on ETP's tracking website, with one exception. A date entered on roster 137 was entered as 5/7/07 and should have been 5/8/07. Because this does not change the total number of hours or the retention for any trainee, no correction is needed by LTEF (the correct date was noted on the original roster for auditing purposes).

AUDIT:

LTEF will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

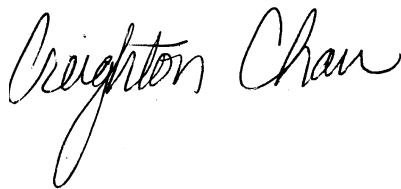
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

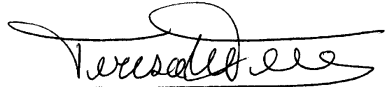
Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Teresa Teles at (650) 655-6940 or at tteles@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Creighton Chan, Manager
San Francisco Bay Area Regional Office



Teresa Teles, Analyst
San Francisco Bay Area Regional Office

Cc: Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 2/15/08